



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
 NATIONAL HEADQUARTERS  
 NBP Reservation, Muntinlupa City, Philippines, 1776



## NOTICE TO PROCEED

02 JUL 2025

**SHERAINE KAY M. MARCELINO**  
 PSMM OFFICE SUPPLIES AND EQUIPMENT TRADING  
 Blk 55 Lot 40 Noche Buena St.  
 Brgy. Greater Lagro Quezon City

**Dear Ms. Marcelino:**

Based on the approved Purchase Order No. 25-06-50 (copy attached), notice is hereby given to PSMM Office Supplies and Equipment Trading to commence on the Supply and Delivery of Continuous Carbonless Paper and Ribbon Cartridge for Payroll Section effective upon receipt of this notice.

You are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **BUREAU OF CORRECTIONS**.

Very truly yours,

  
**GENERAL GREGORIO PIO P CATAPANG JR. AFP (Ret.) CESE, CCLH**  
 Director General, Bureau of Corrections

I acknowledge receipt of this notice.



  
**SHERAINE KAY M. MARCELINO**  
 PSMM OFFICE SUPPLIES AND EQUIPMENT TRADING  
 Date Received 7/3/25

